

OCCUPATIONAL THERAPY SUPERVISOR III

DESCRIPTION OF WORK

Work in this class involves the supervision, management, and administration of a large department of occupational therapy with a broad variety of services and programs in a State institution or local agency; services may extend into the community.

Employee is responsible for planning, developing, coordinating and administering all activities of a large size staff of therapists, assistants, technicians, aides and clerical staff in the treatment of patients with physical or psychosocial dysfunctions. In the physical dysfunction area, duties include the design and fabrication of the more complex splints and self-help devices, and the design of an activity and behavioral program for therapeutic exercise and restoration of physical stability. In the psychosocial dysfunction area, duties include development and implementation of special activities and behavioral treatment plans in severe or novel cases, and subsequent modification as required during patient recovery. Patients are received through referral by doctors, and employees assume considerable independence in developing treatment programs. Work is performed under the general supervision of a medical doctor or administrative superior and is evaluated through oral conferences, written reports, and patient treatment success.

EXAMPLES OF DUTIES PERFORMED

Plans, coordinates, manages, and supervises the work of lower level supervisors, assistants, and technicians or aides in conducting various evaluation and treatment programs to restore or develop functional abilities in psycho-social, developmental or physical areas of functioning.

Conducts a variety of physical and interactional tests to evaluate the abilities and disabilities of new referred patients, and in designing, constructing, and fitting a variety of splints and self-help devices; may personally design and fabricate the more complex or special splints and devices.

Confers with administrative and medical staff on occupational therapy programs and goals.

Evaluates novel developments in the occupational therapy field and adopts those advantageous to the treatment program; develops new treatment methods and techniques.

Develops educational programs for affiliating students and staff.

Advises day care centers, group homes and similar community organization staffs who seek information on developing and implementing an occupational therapy program.

Provides consultation to staff regarding difficult problems in patient treatment.

Presents data regarding patient progress and prognosis in case staffing and treatment team meetings.

Manages departmental personnel matters and employee relations; develops, maintains, and evaluates budget.

Maintains an equipment and supply inventory, orders as necessary within budgetary limits.

Conducts pilot programs or provides patient treatment for the more complex cases.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of disabilities treated such as physical, psychosocial or developmental disabilities. Thorough knowledge of occupational therapy principles and techniques applicable to the patient population served.

Considerable skill in the design of activities, self-help devices, and interactional treatment programs rehabilitatively specific in a variety of individual cases.

Ability to plan, organize and initiate programs, and to supervise and train staff employees and other supportive personnel.

Ability to effectively manage all intra- and interdepartmental functions.

Ability to prepare and evaluate reports, medical histories, and department records.

Ability to coordinate departmental activities.

Ability to communicate effectively and professionally, verbally and in writing, with medical staff, family, and community organizations regarding patients and the department.

Minimum Education and Experience

Licensed to practice as an Occupational Therapist in the State of North Carolina and four years of experience as an occupational therapist, two years of which should be as a supervisor; or an equivalent combination of education and experience.